

Planning and Institutional Effectiveness Committee

February 10, 2017

10:30 a.m. - 12:30 p.m., Rm. L-108

Co-chairs: Daniel Miramontez and Naomi Grisham

MINUTES

Present: D. Miramontez, X. Zhang, N. Grisham, B. Bell, G. Ramsey (Proxy J. Honda), D. Kapitzke L. Murphy, S. Quis, G. Choe, J. Calanog, M. Hart, M. Lopez, and D. Sheean

Absent: J. Allen, D. Gutowski, and P. Hopkins

Guest: K.A. Jun

Call to Order: Called to order at 10:43 a.m. by D. Miramontez.

1. Approval of Agenda. Agenda was moved by B. Bell, seconded by L. Murphy, and carried to approve the agenda of February 10, 2017.
2. Review of Minutes from October 28, 2016 and November 18, 2016, and December 9, 2016. Minutes were moved by S. Quis, seconded by M. Lopez and carried to approve.

*Strategic Goals

1-4

New Business:

1. RP Group – Award for Excellence in Planning.
D. Miramontez reported that the College had won the RP Group's Excellence in Planning Award. The award solidifies that the college's planning framework is one of the best in the state, and what had caught the group's eye was the innovation of the framework. He congratulated PIEC for their efforts, as it was an honor for everyone. They will be presented with the award at the annual RP Group conference, which is slated for April 20th-21st. D. Miramontez, N. Grisham, X. Zhang, and G. Ramsey would be going to receive the award and present.
2. 2017-18 Annual Planning Calendar.
D. Miramontez noted that the title should be 2017-18 Annual Planning Calendar/Cycle due to the update. Now they need to go through and update the various elements of the calendar. The work will go to the PIESC after the Planning Summit. B. Bell recommended sending the calendar out to the responsible parties, have them review their specific line items (evaluating action and target dates), and submit the information to PIESC. It was agreed that they would send it out early next week to be received back by March 17th, then PIEC would work on it for March 24th.
3. Review of Institutional Effectiveness action items in SER.
D. Miramontez reported action items in two areas: the quality focus essay, and the changes in plans arising from the SER. For the quality focus essay there were two parts: student learning/service unit outcomes assessment (L. Murphy, P. Hopkins, G. Ramsey, B. Bell, D. Miramontez, and respective program review SLO committees) and institutional effectiveness evaluation and review (College, Academic, and Classified Senate Presidents, D. Miramontez, P. Hopkins, G. Ramsey, B. Bell, PIEC, BRDS, Research Subcommittee, and CGC). L. Murphy noted that these individuals and groups oversee their respective action items, but PIEC will oversee progress of all action items. Suggested editing business item to say 'tracking of action items from our SER,' grouping the activities to make them easier to track, and having a point person

from the committee to follow up. Recommended developing a full plan after hearing from the commission/team. Would be discussed in more detail at that time. It was agreed to reword the business item to 'Review and track action plans in SER.'

Old Business:

1-4

1. Review of Program Review Landing Page.
D. Miramontez shared the narrative that would be placed on the Instructional program review landing page (linked from the main program review page), showing the fields that were in Taskstream. It was recommended for the font to be changed and the layout be centered to be consistent with the other pages. It was suggested for hyperlinks to be included for outcomes assessment data, etc. B. Bell commented that BRDS would be developing a landing page, and six documents would be listed on it (it should probably be linked as well). L. Murphy suggested getting the landing page up as soon as possible, and items could be hyperlinked later. J. Honda would take the information to G. Ramsey and the Student Services Committee to find out if it would be disaggregated at that level. Consistency and professionalism for the webpages were encouraged. There was a consensus to move forward with the program review landing page format, after centering it.
2. Planning Summit 2017 update.
N. Grisham reported that the presenters were working hard, and that everything was tying together to highlight student success. There were over 100 people who had RSVP'd, and it would be held in K-107 from 8:30 a.m. – 1:30 p.m. D. Miramontez noted that the title was Miramar ACT^x (Action, Collaboration, and Transformation). Future Planning Summits could also be built on this title.
3. Mid-cycle Review of Educational Master Plan and Division Plans.
D. Miramontez reported that last semester's outline was still in outline format, and that they are waiting on a crosswalk between the college strategic goals and District strategic goals (the latter was still going through the governance process, as well as the environmental scan information (Research Subcommittee) to flesh it out.
4. Update to Operational Plans.
On the planning framework, there was an updated marketing and outreach plan. The time frame was changed to a six-year plan instead of a seven-year plan. In addition, the cultural diversity plan is finally up, so the framework is now fully functional. It was noted that a time frame/plan cycle was not specified in the diversity plan table, so it was agreed that D. Miramontez' office would communicate to the Diversity Committee that based on the schedule, it would run from fall 2014 to spring 2020. In addition, they would ask the Diversity Committee if this language could be included in the table. D. Miramontez commented that Strong Workforce Plan (SWP) needed to be incorporated in to the CTE plan. B. Bell said that Facilities would be current at the end of the spring 2017 semester.
5. Alignment of SSSP, SEP, BSI, BSOT, CTE, SWP, and SEM.
The alignment workgroup stemmed from PIEC, and a meeting was scheduled for Monday, February 27th to continue discussion on the alignment of the seven projects/initiatives.
6. Institutional Effectiveness Partnership Initiative (IEPI) Taskforce Update.

This taskforce is no longer needed, as it is now funded and in the implementation stages. B. Bell noted that it is a one-year grant that was effective in December 2016, and suggested a new business update in July 2017 and December 2017 (or August 2017 and January 2018) as a final report-out.

Reports/Other:

1. Budget and Resource Development Subcommittee (BRDS). **1.2-2.3**
B. Bell reported that a spring semester plan was developed, and there were 6-7 dates for the remainder of the semester. Their primary goals for the semester are to review, evaluate, and make plans for updating their five-year IELM allocation. G. Choe and B. Bell would be sending D. Miramontez a request for the March 17th meeting. BRDS would also be reviewing the pilot RFF process with extracted data from Taskstream (to be completed in the fall 2017 semester) for institutionalization next year. Would need L. Murphy's assistance to modify the TaskStream documents for admin and student services to collect the data. On the April 7th meeting, will look at the data from the instructional schools to make sure the data points are consistent for evaluation. Will also be going through a process in March to allocate new discretionary resources. In April will discuss allocating existing discretionary resources to plan for 2017-18 budget development. In April/May, will discuss plan to update the budget and resource development landing page and adding narrative and links. At the last meeting of the spring semester, will review 2017-18 budget development process and membership for next year. Also began purchasing their approved RFF items.

2. Research Subcommittee (RSC). **1.1, 2.1, & 4.1**
X. Zhang reported that the subcommittee had not yet met, but will be meeting on February 13th. The subcommittee will be updated on the ISLO survey that is going to be launched in early March, and also talk about the SLO data disaggregation, which is a pilot study. Will review and approve the 2016-17 college-wide research agenda at the next meeting. Will be updated on IR website, as well as the data for the environmental scan report.

3. Informational Items. **1-4**
D. Miramontez reported on the District Strategic Plan 2017-2021 goals and objectives, and shared that electronic feedback might be needed from the group in the interest of time. These goals were based off of the goals of City, Mesa, and Miramar's strategic goals. B. Bell expressed that he wanted to see how the District's plan matches the college's plan before commenting on it. N. Grisham would look into getting the mapping for the group, and D. Miramontez would revise it and send it to the committee. They would also request an extension of the feedback date.

Adjournment: Meeting adjourned at 11:58 a.m.

****San Diego Miramar College Fall 2013–Spring 2019 Strategic Goals:***

1. *Provide educational programs and services that are responsive to change and support student learning and success.*
2. *Deliver educational programs and services in formats and at locations that meet student needs.*
3. *Enhance the college experience for students and the community by providing student-centered programs, services, and activities that celebrate diversity and sustainable practices.*
4. *Develop, strengthen, and sustain beneficial partnerships with educational institutions, business and industry, and our community.*